



DEPARTMENT OF THE ARMY
CALIFORNIA ARMY NATIONAL GUARD
HEADQUARTERS, CAMP ROBERTS
CAMP ROBERTS, CALIFORNIA 93451-5000



CACR-CDR

28 September 2005

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Safety and Occupational Health Advisory Council (SOHAC)

1. **PURPOSE:** The purpose of this advisory council is to enforce safety and health guidelines, recommend new or improved guidelines, recommend training, identify sources of safety issues, and provide the post commander with recommendations based on state, federal and installation regulations. This includes management of the annual Standard Army Safety and Occupational Health Inspection Program (AR 385-10).

2. **MEMBERSHIP:** The post commander serves as chairperson. The Safety & Occupational Health Specialist, Fire Chief, Aviation Safety Officer (M-day), and each Director are permanent members. Remaining membership is chosen by the council.

3. **MEETINGS:**

a. **Council Meetings:** The SOHAC shall meet every eight weeks or at the call of the chairperson. Council meetings shall be conducted in an open forum to allow participation by all members. Meetings shall consist of council members and invited participants.

b. **State Safety Meetings:** The chairperson will attend scheduled State safety meetings.

4. **ADMINISTRATION**

a. **Administration:** The Camp Roberts SOHAC will operate under the general guidance of the Chief, Army Safety Center.

b. **Agenda:** The chairperson will establish the council agenda and will generally follow the HAZLOG.

c. **Sub-Committees:** The chairperson of the SOHAC shall have broad latitude to appoint committees, chaired by council members to study issues or perform tasks determined to be necessary. Membership on such committees may be augmented by persons external to the council, as required, based on the nature of the tasking and the areas of expertise necessary. All committees will be dissolved upon completion of their tasks as determined by the chairperson.

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5. INSPECTIONS.

a. The following table assigns responsibilities for conducting the annual Standard Army Safety and Occupational Health Inspection (using SASOHI checklists) of all buildings in use NLT 90 mandays per year and not assigned to a specific tenant. Tenants are responsible for inspecting their assigned buildings. The Safety & Occupational Health Specialist will maintain a matrix located on the common server to track results. Directors will schedule and complete assigned inspections within the calendar year, annotate the master matrix with month/date completed, and forward the inspection forms to the Safety & Occupational Health Specialist for the official files. The Camp Roberts Fire Department will also conduct required periodic fire safety inspections of buildings.

Directorate	Responsibility
CDR	Section A, Safety Administration
DPRM	Section 1, Occupational Health
DPW	Section 2, Walking-working Surfaces (Subpart D)
DPTMS	Section 3, Means of Egress (Subpart E)
DPW	Section 4, Occ Health & Environ. Control (Subpart G)
DPW	Section 5, Hazardous Materials (Subpart H)
DOL	Section 6, Personal Protective Equipment (Subpart I)
DPW	Section 7, General Environ. Controls (Subpart J)
DPW	Section 8, Medical & First Aid (Subpart K)
DPW	Section 9, Fire Protection (Subpart L)
DPW	Section 10, Compressed Gas & Air Equip. (Subpart M)
DOL	Section 11, Materials Handling & Storage (Subpart N)
DPW	Section 12, Machinery & Machine Guarding (Subpart O)
DPW	Section 13, Hand & Portable Powered Tools & Other Hand-Held Equipment (Subpart P)
DPW	Section 14, Welding, Cutting, & Brazing (Subpart Q)
DPW	Section 15, Electrical (Subpart S)
DOL	Section 16, Army POL Facilities and Operations
DPW	Section 17, Army Battery Charging Operations

b. The Safety & Occupational Health Specialist will review completed inspection forms and suspense building managers, building fire marshals and/or directorates to correct safety violations. The Safety & Occupational Health Specialist will notify the post commander and/or SOHAC of problems requiring HAZLOG entry and assistance.

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5. REPORTS

a. Reports of Council Meetings: Minutes of the council meetings will consist of an updated HAZLOG. The chairperson will provide a copy of the HAZLOG to each council member, the State Safety Officer, and the G3 (CA ARNG) within 30 days following the meeting.

b. Reports of Sub-Committee Meetings: Each committee chairperson will provide a written report(s) of its findings and recommendations to the SOHAC chairperson



JOHN F. SMITH
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Commanding

DISTRIBUTION:

B (Garrison Staff and Tenant Organizations)